

THE
CALIFORNIA
PROFESSIONAL GROWTH
MANUAL
FOR
CHILD DEVELOPMENT PERMITS



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COMMISSION ON TEACHER CREDENTIALING

Verna B. Dauterive, Chair

Sam W. Swofford, Ed.D., Executive Director

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Please do not discard this Manual. You must retain it to renew your Child Development Permit in the future.
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INTRODUCTION

Since its inception in 1970, the California Commission on Teacher Credentialing has supported and encouraged the professional development of all educators. An educator's growth is valued as a mark of professional stature and as a source and a stimulant of student growth and achievement. The Commission believes that "learning students" are most likely to be found in the presence of "learning teachers" and other educators.

The Commission strongly believes that an educator's professional growth should be guided by goals and priorities that relate to enhanced competence, performance, and effectiveness in the education of students and that it should be planned as cohesive sequences of activities. The Commission also believes that professional educators benefit from a collegial process of consultation regarding their professional goals, priorities and needs. Such collegial consultation should be available for educators when they conceive and develop their professional growth plans. Individuals who must complete professional growth activities for the renewal of their permit should consult with colleagues who qualify as advisors for help with the development of growth goals, priorities and plans on an ongoing basis.

The *California Professional Growth Manual for Holders of the Child Development Permit* relates only to Child Development Permits issued after February 1, 1997. All but one level of the Permit will require 105 clock hours of professional growth for each five year renewal cycle. The holder of the Associate Teacher Child Development Permit will be required to complete 15 semester units toward full completion of the Teacher level of the permit during the five-year validity period of the permit. During the second five-year permit period, the holder will be expected to complete the requirements for the Teacher level of the permit. There is no option for a third issuance of the Associate Teacher Child Development Permit. This mandatory up-grade within ten years replaces the Professional Growth requirement for this level of the permit. All other permit levels will be subject to Professional Growth requirements.

If your permit states in the renewal requirement that you must complete professional growth activities, this manual pertains to you.

If you hold a professional clear Multiple Subject, Single Subject, services, specialist, or designated subjects credential and you also hold a Child Development Permit, you are required to complete the more stringent standard of activity requirements and successful service needed for the credential rather than the permit.

GLOSSARY OF TERMS

Key terms that appear throughout this manual are defined below.

Credential or Permit Holder -- refers to a person who holds a teaching credential or permit which requires professional growth activities for renewal.

Employing Agency -- refers to an a school district, school, or center whose employees are required to hold valid Child Development Permits.

Child Development Permit -- refers to any level of Child Development Permit issued after February 1, 1997. All individuals who hold one of these permits, with the exception of the Associate Teacher Child Development Permit, must complete 105 clock hours of professional growth activities during each five-year cycle of his or her permit.

Professional Growth -- refers to participation in activities that contribute to a permit holder's competence, performance or effectiveness in the profession of education.

Professional Growth Advisor for Child Development Permits -- refers to an individual who meets the requirements outlined on pages 9-11 who advises permit holders regarding their professional growth and development.

Professional Growth Goals -- refers to the broad description of a professional goal that various activities will support. A goal could be to learn more about working successfully with a diverse student/family population. Activities to support that goal could include workshops in multi-cultural education, courses in language acquisition, or a planned observation of a classroom in which the teacher is recognized for excellence in working with a diverse population.

Professional Growth Plan -- refers to the specific form that must be completed to verify completion of professional growth activities. You will find this form on pages 38 and 39.

Renewal Cycle -- refers to the five year period shown on the permit.

**INFORMATION FOR CHILD DEVELOPMENT
PERMIT HOLDERS AND THEIR
PROFESSIONAL GROWTH ADVISORS**

Child Development Permit Levels

Child Development Assistant Permit (Optional Permit)

Professional growth required for renewal

Child Development Associate Teacher Permit

Coursework toward the Teacher Permit
required for renewal - one renewal only

Child Development Teacher Permit

Professional growth required for renewal

Child Development Master Teacher Permit

Professional growth required for renewal

Child Development Site Supervisor Permit

Professional growth required for renewal

Child Development Program Director Permit

Professional growth required for renewal

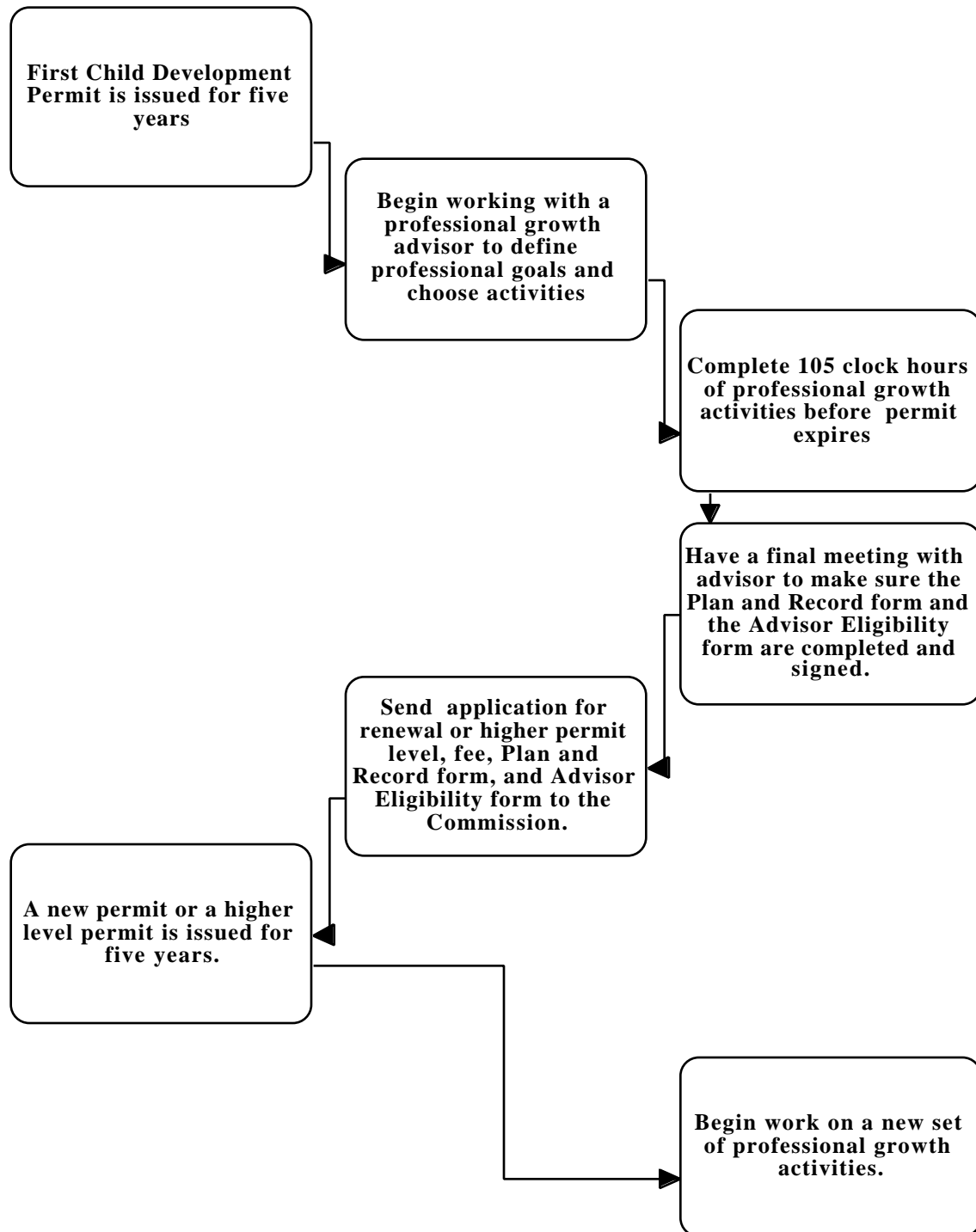
WHAT IS NEEDED TO RENEW A CHILD DEVELOPMENT PERMIT

To renew a Child Development Permit, the holder must complete the following two requirements every five years:

- 1** Complete 105 clock hours of professional growth activities that contribute to your growth as an early childhood educator. This requirement is referred to as the *professional growth requirements*. It is explained in more detail on page 8. See pages 38 and 39 for the Professional Growth Plan and Record Form.
- 2** Submit to the California Commission on Teacher Credentialing a completed credential application form, the application fee, and the original completed Professional Growth Plan and Record form.

NOTE: If you hold a Multiple Subject, Single Subject, services, specialist, or designated subjects professional clear credential in addition to a Child Development Permit, you are required to complete the more stringent standard of professional growth activities and (for all but the designated subjects credential) the successful service requirement. Please see the Professional Growth Manuals appropriate to the credential you are renewing.)

Professional Growth Cycle



FOUR STEPS TO RENEW YOUR CHILD DEVELOPMENT PERMIT

1 Obtain a Professional Growth Advisor

The key to renewal is working with a professional growth advisor. The advisor serves as your mentor, helping you to set goals that will be valuable to your professional growth. The advisor also will discuss with you your professional growth activities that will contribute to your competence, performance, or effectiveness as an early childhood educator. The advisor verifies that you have completed your professional growth activities.

2 Plan your activities

Formulate a set of goals with your advisor and complete Items 7-8 on the Professional Growth Plan and Record. Choose activities that will potentially meet your goals and complete Items 11-13. Your advisor must sign Item 19 certifying that your initial plan meets the standards outlined in this manual.

3 Complete your activities and keep records

As you complete your professional growth activities you should meet with your advisor to discuss your progress. Fill in Item 16 accurately and with reasonable verification of time spent so your advisor can complete Item 17. You may amend your goals and activities during the five year renewal cycle. Discuss the changes with your advisor and the advisor completes Items 9-10 and 14-15 on the growth plan. Once you have completed the required hours, sign Item 20 and have your advisor sign Item 21.

4 Renew your permit

Verify that everything is complete on the Professional Growth Plan and Record form. You will need to complete an application form (41-4 which is not included in this manual). Application forms may be ordered by voice mail by phoning the Commission's recorded message at (916) 445-7254. Mail the completed original forms and the permit renewal fee to the Commission in the last year of the five year renewal period. For permit holders renewing more than one credential or permit, submit a separate application and fee for each credential or permit, but only one growth plan.

PROFESSIONAL GROWTH REQUIREMENT

To renew a Child Development Permit, the holder must plan a program of professional growth activities in consultation with a professional growth advisor. The activities must fit into one of the categories listed on pages 13-15. Once the activities have been completed, the advisor must verify the time spent on them.

Regardless of how many credentials or permits an individual holds, he or she needs to complete only one set of professional growth activities in each five year renewal cycle. The credential holder may choose activities applicable to any of the affected credentials and may complete one Professional Growth Plan and Record form for all affected credentials. *Again, remember that holders of credentials other than the Child Development Permit must complete the more stringent standards for the professional clear credentials.*

Professional Growth Goals

(Section 8 on the Growth Plan)

All activities must contribute to a permit holder's competence, performance, or effectiveness as an educator. Every goal selected must meet this standard. Your goals may relate to teaching or supervision and to permits that you currently hold or ones you are trying to attain. The goals and activities that you select should potentially lead to your growth and improvement as an educator, to the overall improvement of your work setting, or to education as a profession. **Routine planning and extra-curricular activities that are considered part of your regular employment expectations should not be included in your credential renewal goals or used as activities.**

Selecting A Professional Growth Advisor

To be eligible to serve as a professional growth advisor for the Child Development Permit, an individual must qualify under one of the following criteria:

- A Child Development Permit at the Teacher level or above **plus** three years of experience teaching or serving as a director in an early childhood education setting. This includes any permit authorizing instruction or supervision in a child development program issued under previous regulations as long as it is a full permit (rather than an emergency, limited, postponed or provisional permit.)
- An Early Childhood Education Specialist Credential
- A Multiple Subject Teaching Credential with an Emphasis in Early Childhood Education
- A Standard Early Childhood Teaching Credential
- An Elementary (General, Standard or Ryan) Teaching Credential with:
at least 12 semester units of child development or early childhood education course work

Or

at least 2 years of experience in an early childhood education/child development setting

- A Secondary Teaching Credential with a major in Home Economics with:
at least 12 semester units of child development or early childhood education course work

Or

at least 2 years of experience in an early childhood education/child development setting

Other Options for advisor qualifications are:

- A master's degree or above in early childhood education or child development
- At least five years of experience as a director of a privately funded (Title 22) child development center

When the permit holder submits a renewal application, along with the original Professional Growth Plan and Record Form, and the application fee, the applicant must send a signed copy of the Professional Growth Advisor's Eligibility Form.

Tips for Finding a Professional Growth Advisor

Often, center directors or master teachers will be able to serve as your advisor. You may wish to choose a director from a center other than the one in which you work. It is important that employment and supervision issues be kept separate from the professional

growth advising process. If this option is not available to you, you may choose someone recommended by one of California's professional organizations in early childhood education, or you may choose someone you know as long as they meet the qualifications listed above. It is the permit holder's responsibility to select an appropriate advisor. Interest in special topics, communication skills, and availability of the advisor should be considered by the permit holder when selecting an advisor.

Optional method of obtaining a professional growth advisor:

If you are unsuccessful in obtaining a professional growth advisor after trying all methods mentioned above, you may request that the Commission serve as your advisor. As you will not receive the benefit and support that face-to-face contact provides, we ask that you use the Commission as the last alternative. Mail your request, with the Professional Growth Plan and Record form found in this manual, to the attention of the Professional Growth Advisor, California Commission on Teacher Credentialing, P.O. Box 944270, Sacramento, CA 94244-2700.

Selecting a Professional Growth Advisor - For Applicants Who No Longer Live in California

To be eligible to serve as a professional growth advisor for the Child Development Permit, an individual must qualify under one of the following criteria:

- A Teaching Credential with an Emphasis in Early Childhood Education
- An Elementary Teaching Credential with:
 - at least 12 semester units of child development or early childhood education course work
- Or
 - at least 2 years of experience in an early childhood education/child development setting
- A Secondary Teaching Credential with a major in Home Economics with:
 - at least 12 semester units of child development or early childhood education course work
- Or
 - at least 2 years of experience in an early childhood education/child development setting

Other Options for advisor qualifications are:

- A master's degree or above in early childhood education or child development
- At least five years of experience as a director of a child development center

When the permit holder submits a renewal application, along with the original Professional Growth Plan and Record Form, and the application fee, the applicant must send a signed copy of the Professional Growth Advisor's Eligibility Form.

Optional method of obtaining a professional growth advisor:

If you are living outside of California and cannot find an advisor who meets the above criteria, but do know of someone that you feel is qualified, please contact the Commission at the address in the following paragraph and request special approval of a professional growth advisor. Be sure to include copies of the advisor's permits or credentials, college transcripts, and verification of experience as appropriate.

If you are unsuccessful in obtaining a professional growth advisor after trying all methods mentioned above, you may request that the Commission serve as your advisor. As you will not receive the benefit and support that face-to-face contact provides, we ask that you use the Commission as the last alternative. Mail your request, with the Professional Growth Plan and Record form found in this manual, to the attention of the Professional Growth Advisor, California Commission on Teacher Credentialing, P.O. Box 944270, Sacramento, CA 94244-2700.

Professional Growth Activities for Child Development Permit Holders

(Section 11 on the Growth Plan)

The permit holder must decide if each activity will contribute to his or her competence, performance, or effectiveness as an educator. To satisfy the permit renewal requirements the professional growth program must satisfy each of the following standards.

Professional Growth Program Standards
<ul style="list-style-type: none">• Each activity must begin after the issuance date of the five-year permit. Professional Growth is required each time the permit is renewed.• Each activity must be of high quality and consistent with the permit holder's professional growth goals, as stated in Item 8 of the Professional Growth Plan.• Each activity must be included in the categories of professional growth activities described on pages 13-15.• The permit holder's Professional Growth Plan and Record must include activities in at least two of the categories on pages 13-15.

The permit holder should identify activities that satisfy these standards on his or her Professional Growth Plan and Record, Items 11 through 13. The permit holder should have his/her professional growth advisor complete Item 14, initial Item 15 and sign Item 19 of the plan if the activities listed in Items 11 through 13 fulfill all of these standards.

Once a professional growth plan has been developed and the form signed by an advisor, the credential holder may add more activities to Items 11 through 13. Added activities must also meet the standards. If they do, the advisor should certify the added activities by completing Items 14 and 15. Examples of professional growth activities are stated on the sample form on page 37.

Whether an activity is of high quality, and whether it will contribute to the competence, performance, or effectiveness of the permit holder, should be decided collaboratively by the permit holder and his or her advisor before the Professional Growth Plan and Record is signed, and before an added activity is initialed. The success of the professional growth program depends largely on the careful selection of professional growth activities.

Categories of Acceptable Activities for Child Development Permit Holders

(Section 13 on the Growth Plan)

The permit holder may choose activities from the following wide range of categories, but must complete activities in *at least two* of the following categories in order to achieve breadth and depth within the professional growth program.

The activities categories are:

1 Completion Of One Or More College Or University Courses. College or university course work, aside from offering high quality educational experiences, will help the permit holder work toward the next level of the permit and may lead to a degree.

(The units to clock hours conversion chart below may differ slightly from the one used by your college or university. It is based on the standards set by the California State University System and is used here for the purpose of consistency with other California Commission on Teacher Credentialing requirements.)

Conversion of Units to Clock Hours				
1 Quarter Unit = 10 Clock Hours		1 Semester Unit = 15 Clock Hours		
1 Continuing Education Unit = 10 clock hours				
Quarter/Continuing Ed Units	=	Semester Units	=	Clock Hours
1.....				10
.....1				15
2.....				20
3.....		2		30
.....		3		45
4.....				40
5.....				50
6.....		4		60
7.....				70
.....		5		75
8.....				80
9.....		6		90
10.....				100

2 Conferences, Workshops, Institutes, Academies, Symposia, Teacher Center Programs, or Staff Development Programs. Participation in any of the above-named activities that contribute to the permit holders goals is acceptable. (Child Development Permit holders who attend workshops offering guidance on how to become a professional growth advisor may count those hours toward their own professional growth requirements.)

- 3 Service in a Leadership Role in Which the Permit Holder Contributes to the Improvement of the Center or Group of Centers Above and Beyond the Requirements of His/or Her Job.** Examples of acceptable activities are: developing curriculum or early literacy activities for the teachers in the center; making materials to be shared with the teachers in the center; acting as a committee member to benefit the center; acting as a mentor to a new staff member; and acting as an advocate for early childhood education programs.
- 4 Service in a Leadership Role in a Professional Organization.** Examples of acceptable activities are: serving as an elected officer; serving as a chair of a committee; acting as an official representative of an organization of professional early childhood educators; and acting as an advocate for early childhood education programs on behalf of the organization.
- 5 Service as a Professional Growth Advisor for Holders of the Professional Clear Child Development Permit.** Individuals who serve in this capacity may use up to 50 clock hours of the time spent advising holders of the Child Development Permit about professional growth activities toward the renewal of their own permit.
- 6 Educational Research and Innovation.** Examples of acceptable activities are: time spent planning and evaluating a field test of curriculum or curriculum materials for young children; and time spent planning and evaluating a research project in the field of early childhood education such as a program focusing on early literacy based on current research or a program aimed at helping young children cope with the effects of violence.
- 7 Systematic Programs Of Observation And Analysis Of Teaching, Curriculum, Classroom Management Techniques, Play Or Circle Activities Of A Peer-Alike Job.** Written notes and conclusions must be shared with the permit holder's advisor.
- 8 Participation in a Program of Independent Study.** This is acceptable if the permit holder investigates a specified aspect of education such as creating a classroom environment that supports literacy, produces a written report or other tangible product, and evaluates the independent study and its product.
- 9 Improvement of Basic Skills.** Activities that contribute to the permit holder's ability to contribute to the profession, such as improved writing and communication skills, are considered acceptable if the permit holder and the advisor agree that these skills will enhance the professionalism of the permit holder. Examples of acceptable skill improvement are: courses in basic reading and writing, writing grant proposals, writing professional articles, and writing a review of the literature on a specific topic in early childhood education.

- 10 Creative Endeavors.** This is acceptable if the permit holder either creates a tangible product that exhibits originality of thought and execution, or exhibits a creative talent while participating in a group production, and provided that the activity relates to early childhood education. Examples of acceptable activities are: membership in a storytelling group; participation in a puppet theater production; writing bilingual children's books; and editing a newsletter for early childhood educators.
- 11 Instruction in Cardiopulmonary Resuscitation (CPR).** This is acceptable if it includes CPR for infants and children.

Extension of Time to Complete Professional Growth Requirements

If a permit holder does not complete the professional growth requirement during the five-year renewal period, the permit will expire. He or she is eligible for a one-time, two-year extension of the Child Development Permit. However, there is no penalty for allowing a permit to expire as long as the holder is not currently employed in a position that requires it.

The one-time two-year extension is appropriate for individuals who leave the education profession to raise a family or pursue another career. These individuals should request the two-year extension at the time he or she wishes to return to education. Professional growth activities accumulated during the expiration of the permit can be used toward the renewal at the end of the two-year reinstatement.

- To request an extension provide a written statement to the Commission, and send it with an application form and fee.
- The request for automatic extension may be made for any reason, but the permit holder is eligible for extension **only once** during his or her career as an educator. (Subsequent requests for extension will be dealt with on a case by case basis by the Certification Division of the Commission.)
- Within the two-year extension period, the permit holder must complete all unfinished renewal requirements or the Commission will not renew the permit.

The two-year extension requires:

- application (41-4) and current fee;
- written request for one-time, two-year extension of the Child Development Permit.

Persons Who Finish Professional Growth Renewal Requirements Early

If a person renews his or her permit in the last year of the renewal period, the next renewal period will begin with the expiration of the current permit. The Commission does not have statutory authority to issue a permit for more than a five year period. Therefore, if a permit holder submits his or her forms, application, and fee before the end of the fourth year of the permit renewal period, the new renewal period (next professional growth cycle) will begin on the date of application for renewal and be valid for five years. For example:

1. The permit was issued on 9-15-94 and expires 10-1-99. The holder finishes requirements and applies for renewal on 6-20-97. The new permit will be valid 6-20-97 to 7-1-02.
2. The permit was issued 9-15-94 and expires 10-1-99. The holder finishes requirements on 6-20-97 but waits to submit the application until 1-15-99. The new permit will be valid from 10-1-99 to 10-1-04.

By renewing the permit early, the holder cancels any time remaining on the current permit. He or she will need to complete a new set of professional growth requirements during the new period. However, the holder may request an early renewal by submitting an application, fee and a signed request. **It is in the permit holder's interest to wait until the last year of the five year renewal period before applying for renewal.**

Exception to the Rule: To encourage professionals in the field of early childhood education to move up to the next level of Child Development Permit, the California Commission on Teacher Credentialing has agreed to charge only half the regular application fee for those individuals who complete the appropriate course work and up-grade their permit level within a **three year** time limit. The course work needed for the next level on the permit structure is also acceptable toward the professional growth requirement. The outcome of this agreement is that an individual may find that their professional growth cycle is cut short and a new one begun with the new permit level. However, the savings in the application fee should help compensate for this.

PERMIT HOLDER'S RESPONSIBILITIES AND RIGHTS

The purpose of this section of the manual is to explain the permit holder's responsibilities and rights in completing the professional growth requirements.

1. *Professional Growth Goals.* The permit holder has a responsibility to decide upon one or more professional growth goal(s), to write those goals on the Professional Growth Plan and Record, and to discuss those goals with a professional growth advisor before beginning to engage in professional growth activities. The permit holder has a responsibility to formulate goals that are based on an assessment of his or her professional growth needs. The individual must be prepared to discuss the basis for the goals with the advisor, but the permit holder has the right to determine his or her own professional growth goals.
2. *Professional Growth Advisor.* The permit holder may choose his or her own professional growth advisor. (See pages 9-11 of this manual.)
3. *Professional Growth Activities.* The permit holder has a responsibility to discuss potential activities with the professional growth advisor, and to select activities that are likely to contribute to his or her competence, performance, or effectiveness in the profession of education. It is the permit holder's right to select his or her professional growth activities, but one should not begin the activities until the advisor has determined that they comply with the professional growth standards.
4. *Amendments to the Plan.* The permit holder has a right to change any element of his/her professional growth plan at any time. One should not begin to pursue the amended goals or activities until the advisor has determined that they comply with the standards. No advisor or other person has the right to compel a permit holder to change a plan that has previously been determined to comply with the standards.
5. *Record of Hours Spent.* The permit holder has a responsibility to record accurately the actual number of clock hours that have been spent on completed activities. A permit holder who willfully signs and submits an inaccurate record that he or she knows to be false is subject to the penalties for perjury and unprofessional conduct. Time that may be counted includes those minutes/hours actually spent participating in the activity.

6. *Verification of Time Spent.* After completing activities, it is the responsibility of the permit holder to give the advisor reasonable verification of time spent. Reasonable verification could include (but need not be limited to) college transcripts, materials distributed at workshops, or staff development programs, records of conference attendance, or other tangible evidence of time spent. (Please see page 35 for the "Verification of Hours Spent on a Professional Growth Activity" form that may be photocopied for your use.)
7. *Credit for Hours Spent.* The permit holder has a right to receive full credit for all hours spent at professional growth activities that are identified on a Professional Growth Plan and Record signed by an advisor, and for which reasonable verification of time spent has been presented to an advisor.

If a permit holder needs to change advisors before completing all of the activities in a plan, he or she should record the time already spent in Item 16 of the plan, and the advisor who authorized the activity should initial each activity for which the permit holder provides reasonable verification. However, the permit holder retains the right to receive credit for time spent even if he or she changes from one employer or assignment to another, or if the advisor changes, or if the permit lapses.

8. *Completion and Submission of Forms.* The permit holder has a responsibility to fill out all items except Items 9, 10, 14, 15, 17, 19 and 21 on the Professional Growth Plan and Record (pages 38 and 39), and to submit this form to his or her professional growth advisor for discussion. Once the advisor has signed Items 19 and 21 on the Professional Growth Plan and Record, the permit holder has a responsibility to submit this document to the California Commission on Teacher Credentialing, along with a permit application form (41-4) and fee in order to renew the permit. **(Photocopies of the Plan and Record Form are not acceptable.)** This should be done during the last year of the permit renewal period.
9. *Appeal of Adverse Action.* The permit holder has a right to appeal to the California Commission on Teacher Credentialing if the advisor has taken an adverse action that the permit holder considers to be unfair, arbitrary, or contrary to the terms of this manual. For details regarding the appeal procedures and grounds for appeals, see page 20 of this manual.
10. *Extension of Expired Permit.* The permit holder has a right to request that the California Commission on Teacher Credentialing issue an extension of an expired Child Development Permit. For details regarding the extension requirements and terms, see page 16 of this manual.

Appeal Procedure

A permit holder may appeal an adverse action by a professional growth advisor. The appeal must be addressed to the Executive Director of the California Commission on Teacher Credentialing. Grounds for ruling in favor of the appeal include:

- The advisor refused to sign a Professional Growth Plan and Record or an amendment that satisfies the requirements. If the Commission determines that this has occurred, the Commission will approve the plan or the amendment.
- The advisor refused to verify time spent at professional growth activities that satisfy the requirements. If the Commission verifies time spent at the activities, and if other requirements have been met, the Commission will renew the permit.
- Bias, fraud, unfair discrimination or arbitrary action by the advisor prevented the permit holder from fulfilling the terms of a signed Professional Growth Plan and Record. If the Commission determines this has occurred, the Commission will grant the permit holder up to five years additional time to complete the program of professional growth.

Whenever possible, the permit holder is encouraged to resolve disputes at the local level,

- by requesting assistance from a local Professional Growth Panel, if one has been established (Please contact your professional organization or school district for more information), or
- by seeking another advisor.

Any permit holder who wishes to appeal an adverse action related to professional growth activities shall state in writing:

- (1) what action has prompted the appeal;
- (2) the names of the persons involved; and
- (3) what attempts have been made to resolve the problem at the local level.

Any problems that can be resolved administratively between the Commission staff, the permit holder, and the employing agency or professional growth advisor, will be resolved at this level. Any cases that cannot be handled administratively will be referred to a Professional Growth Appeals Board that is established by the Commission.

- The Professional Growth Appeals Board shall consist of five members, who shall be appointed in accordance with the Commission's procedures for appointing Advisory Panels. Three of the members will be practicing teachers. At least one of those practicing teachers shall have served as a professional growth advisor. One other member shall be a practicing administrator, and one member shall be appointed at large. Members' terms shall be for two years, and they may be reappointed.

If a permit holder decides to appeal a decision by the Professional Growth Appeals Board, the case shall be heard by the Licensing and Professional Development Committee of the Commission. Contact the Commission office for specific information about applying for an appeal.

ANSWERS TO FREQUENTLY ASKED QUESTIONS BY PERMIT HOLDERS

How do I renew my Child Development Permit if I reside in another state or country?

Persons who wish to keep their California permits current while residing in other states or countries, may do so by completing professional growth activities in their place of residence. Please see page 11 for criteria. If no qualified and suitable advisor is available, the Commission will serve as your advisor if a written request is made.

How do I select a professional growth advisor for renewal of more than one permit/credential?

If you are renewing more than one permit/credential, you will complete only one plan for your professional development. You will select a professional growth advisor who you feel can best guide the development of your plan. That person should hold a permit or credential in at least one of your permit/credential areas. It would be most appropriate to select someone who works in an area closely related to your own area of assignment.

You may want to select more than one advisor to help you define professional development goals for multiple permit/credential areas.

What can I do if my advisor won't approve my Professional Growth Plan?

If the advisor has a good reason for not signing the plan, or for not initialing a particular addition to it, the Commission recommends that you heed her or his suggestions. *If you believe that the advisor is not justified in his or her refusal*, there are several options you may take. See page 20 for details.

- You have the right to find a new advisor.
- Appeal by writing to the Executive Director of the California Commission on Teacher Credentialing.

Who is responsible for getting the permit renewal documents signed and sent to the Commission?

The permit holder is responsible for completing all forms, keeping records of all activities, requesting all signatures, and mailing all required items to the Commission before the permit expires.

What happens if I change employers or work in more than one child development center?

If you change employment after your plan has been signed by an advisor, your signed plan remains valid. If an advisor has verified time spent, you retain credit for those hours. You may want to amend your plan to reflect any new responsibilities.

What should I do if my advisor tries to charge me a fee or requires that I provide some service in exchange for signing my Plan?

Tell the advisor that payment or service in exchange for approval is prohibited. If the advisor persists, inform the chief administrative officer of the employing agency. You may want to seek a new advisor. If these measures do not bring relief, contact the Commission.

What happens if I move to another state or country?

Child Development Permit holders who want to maintain their California permits may complete professional growth requirements in any location around the world. You will need a Professional Growth Advisor. Consult page 11 to find out how to obtain an advisor.

What if I hold more than one permit/credential?

You are required to complete the more stringent standard of requirements if you hold multiple permits/credentials. The activities may relate to any one of your permits/credentials or a combination of your permit/credential areas. For example, if you hold a Professional Clear Multiple Subject Credential and Child Development Permit, you will need to complete 150 hours of professional growth activities and 90 days of successful service per the requirements set for the Single Subject Credential. If you hold a valid Professional Clear Multiple or Single Subject Credential, or services or specialist credential you will only need to submit an application and fee to renew your Child Development Permit.

When do I start my professional renewal requirements?

The renewal requirements of professional growth activities start with the issuance date of your five-year Child Development Permit.

What happens if I allow my permit to lapse?

Some Child Development Permit holders find it necessary to leave the education profession to raise a family or pursue another career. During the period one is away from education it is acceptable to allow the permit to lapse or become invalid. There is no penalty for allowing a permit to expire as long as the holder is not currently employed in a position that requires it. At the point in time the individual wishes to return to the education profession, he or she may request a one-time two-year reinstatement of the Child Development Permit. During this two-year period, the permit holder must finish all professional growth requirements. (Activities completed while the original permit is valid, during the time the permit is lapsed, and during the two year extension period may be counted toward the 105 clock hours of professional growth needed for the full five-year renewal.)

INFORMATION FOR PROFESSIONAL GROWTH ADVISORS

(Permit Holders Are Also Encouraged to Read This Section)

Professional Growth Advisor Eligibility Form

Advisor's Name: _____ (Please Type or Print)

Please check the appropriate box, sign and date the form and give a photocopy to the holder of the California Child Development Permit for inclusion with his/her application for renewal.

To serve as a professional growth advisor, you must qualify under one of the following criteria. Please check the appropriate box.

- ☐ A Child Development Permit at the Teacher level or above **plus** three years of experience teaching or serving as a director in an early childhood education setting. This includes any permit authorizing instruction or supervision in a child development program issued under previous regulations as long as it is a full permit (rather than an emergency, limited, postponed or provisional permit).
- ☐ An Early Childhood Education Specialist Credential
- ☐ A Multiple Subject Teaching Credential with an Emphasis in Early Childhood Education.
- ☐ A Standard Early Childhood Teaching Credential.
- ☐ An Elementary (General, Standard or Ryan) Teaching Credential with:
 - at least 12 semester units of child development or early childhood education course work
 - Or**
 - at least 2 years of experience in an early childhood education/child development setting
- ☐ A Secondary Teaching Credential with a major in Home Economics with:
 - at least 12 semester units of child development or early childhood education course work.
 - Or**
 - at least 2 years of experience in an early childhood education/child development setting

Other Options for advisor qualifications are:

- ☐ A master's degree or above in early childhood education or child development
- ☐ At least five years of experience as a director of a privately funded (Title 22) child development center

I hereby certify (or declare) under penalty of perjury that all the foregoing information is true and correct.

SIGNATURE OF ADVISOR _____

DATE: _____

Professional Growth Advisor Eligibility Form For Advisors of Permit Holders Who No Longer Live in California

Advisor's Name: _____ (Please Type or Print)

Please check the appropriate box, sign and date the form and give a photocopy to the holder of the California Child Development Permit for inclusion with his/her application for renewal.

To serve as a professional growth advisor outside of California, you may qualify under one of the following criteria. Please check the appropriate box.

- ☐ A Teaching Credential with an Emphasis in Early Childhood Education
- ☐ An Elementary Teaching Credential with:
at least 12 semester units of child development or early childhood education course work
Or
at least 2 years of experience in an early childhood education/child development setting
- ☐ A Secondary Teaching Credential with a major in Home Economics with:
at least 12 semester units of child development or early childhood education course work.
Or
at least 2 years of experience in an early childhood education/child development setting

Other Options for advisor qualifications are:

- ☐ A master's degree or above in early childhood education or child development
- ☐ At least five years of experience as a director of a child development center

I hereby certify (or declare) under penalty of perjury that all the foregoing information is true and correct.

SIGNATURE OF ADVISOR _____

DATE: _____

BASIC INFORMATION FOR PROFESSIONAL GROWTH ADVISORS

To serve as a professional growth advisor, an individual must meet the requirements outlined on pages 9-11. The completion of the appropriate form on page 25 along with verification materials must be given to each permit holder you are advising. Those persons who are serving as professional growth advisors in states or countries outside of California, must also meet the criteria on pages 9-11. The completion of the appropriate form on page 26 along with verification materials must be given to each permit holder you are advising.

Employing agencies, may designate certificated individuals to serve as professional growth advisors on behalf of credential holders who must fulfill the professional growth requirements. The following paragraphs outline the responsibilities and rights of professional growth advisors.

1. *Know the Requirements.* A professional growth advisor should know the contents of this manual, discuss these with the permit holder, and answer questions about them. The advisor should serve as a source of helpful information about the permit holder's obligations.
2. *Recommend Activities.* An advisor should discuss the staff development needs of the employing agency and the school with the permit holder. The advisor has a right to recommend professional growth activities, but does not have a right to compel the permit holder to pursue particular activities.
3. *Advise Credential Holders.* An advisor should advise permit holders about their professional growth plans and activities. He or she may ask questions, make observations and suggestions, and assist permit holders in obtaining information about professional growth opportunities.
4. *Use the Standards.* An advisor has a responsibility to determine whether activities identified on a Professional Growth Plan and Record meet the standards that are explained on page 12 of this manual. The advisor has a right to ask a credential holder to explain how or why the planned activities satisfy the standards. If the planned activities are consistent with the standards, the advisor has a responsibility to sign Item 19 on the Professional Growth Plan and Record. If one or more of the planned activities does not satisfy the standards, the advisor has a responsibility to inform the permit holder.
5. *Categories of Activities.* When an advisor discusses the professional growth plan with the permit holder, the advisor should indicate that the Professional Growth Plan and Record must include activities in two or more categories if two or more categories are not reflected in the original plan.
6. *Additions to a Professional Growth Plan and Record.* An advisor has the responsibility to initial any addition to a plan that is consistent with the standards on page 12. The advisor should initial added goals in Item 10 and added activities in Item 15 of the plan.

7. *Activities Already Begun.* An advisor is not required to sign Item 19 on the Professional Growth Plan and Record if the permit holder has already begun one or more of the activities identified on the plan. The advisor may sign Item 19 if he or she believes that the permit holder had a good reason for beginning the activities before the plan was signed.
8. *Verification of Time Spent.* An advisor has a responsibility to examine Items 16 and 18 on a permit holder's Professional Growth Plan and Record. He or she should require the permit holder to provide reasonable verification that Items 16 and 18 are accurate. The actual hours spent on an activity should be recorded. Use the table on page 13 as a guide in converting course work units into clock hours. Such records are for the use of the advisor and the permit holder and need not be sent to the Commission on Teacher Credentialing. (A *Verification of Time Spent on a Professional Growth Activity* form is provided for your use on page 35. This form is optional.)

If a permit holder needs to change advisors before completing the activities in a signed plan, the original advisor should initial each activity in Item 17 for which he or she has seen reasonable verification.
9. *Sign a Professional Growth Plan and Record.* An advisor has a responsibility to sign Item 21 on a Professional Growth Plan and Record if he or she believes all of the information is accurate, based on verification by the permit holder or a previous advisor, and the activities were identified on the professional growth plan signed by an advisor. If the Professional Growth Plan and Record does not satisfy these conditions, the advisor has an obligation to inform the permit holder.
10. *Independence from Performance Evaluations.* If the professional growth advisor also serves as the permit holder's supervisor or master teacher in an employment situation, he/she must take great care not to combine an evaluation of professional growth activities completed for renewal of the permit with an evaluation of job performance as it affects employment status.

ANSWERS TO FREQUENTLY ASKED QUESTIONS BY PROFESSIONAL GROWTH ADVISORS

How much time am I expected to spend with the permit holder(s) I advise?

No time requirements are mentioned in state laws or regulations. An employing agency may set contact requirements if it chooses to do so. The Commission has estimated that each advisor will spend, on the average, about five hours per permit holder each school year. Not all meetings need to be in person; interactions can be by telephone or by written messages, or internet.

What are the grounds for not signing Item 19 on a credential holder's Plan?

As a professional growth advisor, you should sign a Professional Growth Plan and Record only if you are satisfied that all of the following are true: (1) each proposed activity is of high quality and is consistent with the permit holder's professional growth goals as stated in the plan; (2) each proposed activity is likely to contribute to the permit holder's competence, performance, or effectiveness; (3) each proposed activity fits one of the categories of activities; (4) the permit holder did not begin any of the activities before applying for the Child Development Permit, or for the most recent renewal of this permit. If any of these standards are not met, do not sign the plan.

If a permit holder requests an advisor's signature or initials for an activity that he or she has already begun or completed, the advisor may sign Item 19 or initial Item 15, but is not required to do so.

What are the grounds for not signing Item 21 on a Record?

As an advisor, you should sign Item 21 on a Professional Growth Plan and Record only if you are satisfied that the permit holder has: (a) engaged in the activities identified; and (b) spent the number of hours shown. Do not sign the record if either of these provisions do not apply.

What does "reasonable verification" mean?

A professional growth advisor should require a permit holder to provide evidence that he or she has engaged in a particular activity, or that the record of time spent is accurate. Reasonable verification may include (but is not limited to) products of an activity; official records of attendance; copies of notes or minutes; materials distributed at classes, workshops, conferences, or staff development programs; or other tangible records of activities. On page 35 of this manual you will find a *Verification of Hours Spent on a Professional Growth Activity* form. You may photocopy this and ask permit holders to use it when appropriate. Supporting materials do not need to be submitted to the Commission with applications for renewal of the Child Development Permit. The Commission expects professional growth advisors to make decisions regarding the acceptability of verification of participation and completion of activities. Professional growth advisors may use some discretion in requiring evidence.

Where do I go if I have questions about the professional growth requirements?

Other professional growth advisors may be able to answer your question(s). For information about the availability of professional development activities, you may want to talk to your child development center director or other professionals. For information about the renewal requirements, you may also call or write to the Commission at the address or phone number listed on the cover of this manual.

GUIDELINES FOR PROFESSIONAL GROWTH ADVISORS

Successfully advising individuals who are in the process of completing the 105 clock hour requirement for the renewal of their Child Development Permit has a marked impact on the professionalization of the permit holder, the professionalization of the field, and makes a positive contribution to the lives of young children. Helping permit holders choose activities that are appropriate to their individual needs, to the needs of their child development center and to the community in which the center is located is not always an easy task. We hope the following guidelines will help you guide your advisees.

READ THE MANUAL SEVERAL TIMES

The Professional Growth Manual attempts to outline the requirements systematically and carefully. Reading it a few times will help the advisor answer questions and advise more competently.

- Review the professional growth standards.
- Review the professional growth categories of activities.
- Review the most frequently asked questions of permit holders.
- Review the Plan and Record Form.
- Review the following guidelines.

ASSESSING NEEDS FOR PROFESSIONAL DEVELOPMENT

The following are some questions you might help your advisee answer:

- What are my areas of weakness? What types of activities might help me learn more in this area?
- What are my areas of strength? What types of activities will allow me to grow even more in my areas of strength and to help others by offering my skills?
- What special needs or emphasis does my child development center have? What can I do to enhance the quality of my center?
- What special needs does the community served by my center have? How can I best serve the children and their families? What types of activities will help me better serve the children and their families?
- How can I grow as a professional? What types of activities will help me become stronger in my profession?

FINDING APPROPRIATE ACTIVITIES

While the job of finding appropriate activities lies with the permit holder, advisors who have knowledge of professional development activities in their local area will be more effective and certainly more helpful to his/her advisees. Sources of professional growth activities include:

- Local school districts
- Parent organizations
- Professional Organizations
- Professional Magazines, Newsletters, Bulletins, etc.
- The internet
- Community organizations
- Networks of child development centers
- Resource and Referral Agencies
- Local community and four-year colleges
- Regional Networks
- Other professionals and professional growth advisors

BEGINNING THE ADVISING PROCESS

Your first meeting with the permit holder you are advising should include a needs assessment and an examination of professional goals. Also included in this process should be:

- An explanation of "professional growth" and the responsibilities of the permit holder.
- An explanation of the role of the advisor.
- An examination of the professional growth standards listed on page 12.
- An examination of the professional growth categories listed on pages 13 - 15.
- The needs assessment.
- Establishing goals.
- Determining what types of activities will meet those goals.
- Determining what types of activities are locally available.

- Examining methods for finding more professional growth activities that will lead the permit holder to the completion of his/her goals.
- Looking over the Plan and Record Form and filling out the appropriate sections.
- Planning the next meeting or methods of informal contact.

DETERMINING IF PROFESSIONAL GROWTH ACTIVITIES ARE APPROPRIATE

Professional Growth goals and activities should be tailored to the individual permit holder. What may be appropriate for one individual may not be appropriate for another.

- The Needs Assessment should help the advisor get to know the needs, strengths and weaknesses of the permit holder.
- If an activity meets the standards, fulfills one of the categories, and will contribute to the permit holder's achievement of his or her professional goals, it is appropriate.

DOCUMENTING PROFESSIONAL GROWTH ACTIVITIES

Methods for documenting activities should, whenever possible, be agreed upon by the permit holder and the advisor prior to the permit holder's participation in the activity.

- The advisor may place stipulations on the documentation of an activity. Some types of activities, such as planned observations, may require extensive written reporting and verification of the observation.
- On page 35 of this manual you will find a "Verification of Hours Spent on a Professional Growth Activity" form. You may photocopy this and ask permit holders to use it when appropriate.
- Grade cards or college transcripts may serve to document successful completion of a course. The manual contains a table that will help convert semester and quarter units into clock hours (page 13).
- The advisor may request a verbal description of an activity or workshop along with materials received by the permit holder at the activity site.
- The advisor may use some discretion in what type of documentation is needed for different types of activities.

MAINTAINING ON-GOING CONTACT WITH PERMIT HOLDERS

- The amount of time spent with an individual permit holder can best be determined by the advisor and the permit holder. The first meeting will most likely be the longest, but it is important to maintain contact after that meeting.

- An appropriate time to meet is prior to adding a new activity to the plan and record form. Remember, for the professional growth process to work effectively, the professional growth advisor should approve activities *before* they are completed.
- If the professional growth plan is going well, a meeting once a year with some phone or internet contact in-between will help both the permit holder and the advisor keep the goals and activities well in hand.
- A final meeting before the permit holder submits the application for renewal will be necessary for a final review and the final signatures on the plan and record form. It is important at this meeting to make certain that the permit holder has the signed copy of the Professional Growth Advisor's Eligibility Form.
- The final meeting might also be an appropriate time to consider goals for the next five-year renewal cycle.

Verification of Hours Spent on a Professional Growth Activity

For the Renewal of a Child Development Permit

Title of Activity:

Description of Activity:

Date of Activity: _____ **Number of Hours Spent on the Activity:** _____

Activity Leader/Presenter: (Please Print)

Signature of Activity Leader/Presenter

Permit Holder: (Please Print)

Signature of Permit Holder

Professional growth advisors, workshop organizers, and others may photocopy this optional form for their use.

Professional Growth Plan and Record Instructions

Please print or type your name as listed on your Child Development Permit. If you wish to have a different name on your new permit, please indicate it on the credential application form.

Type or print the title and date of expiration of each credential you hold.

Type or print your specific goals for professional growth. Your goals must contribute to your competence, performance or effectiveness in the profession of education.

PROFESSIONAL GROWTH PLAN AND RECORD
California Commission on Teacher Credentialing
State of California

For Information
(916) 445-7254
12:30 to 4:30 p.m.

Directions: Before you begin to fill out this form, please read the Plan and Record instructions and the Professional Growth Manual and make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete. When you have completed the Professional Growth Requirements and are ready to renew your Child Development Permit, submit this form, the Advisor Eligibility Form, a credential application form (yellow), and the renewal fee.

(1) Name of Credential Holder Holder Mary Ann Credential
Last First Middle

(2) Home Address 000 18th Street Sacramento CA 00000
Number Street Apt. No. City State Zip Code

(3) Daytime Phone # (916) 555-7254 (4) Social Security # 000-00-000

(5) Name Each Credential You hold Multiple Subject Credential 7-1-99
Administrative Services Credential 7-1-99
Expiration Date
Expiration Date
Expiration Date

(6) Name Each Professional Growth Advisor who has advised you.
First Advisor John Doe Approximate Dates of Service 7-1-94 to present
Cred or Permit Held Children's Center Supv Permit Permit # 93000004
Second Advisor _____ Approximate Dates of Service _____
Credential Held _____ Credential # _____
Third Advisor _____ Approximate Dates of Service _____
Credential Held _____ Credential # _____

Professional Growth Plan

(7) GOAL NUMBERS	(8) PROFESSIONAL GROWTH GOALS	(9) DATE APPROVED	(10) ADVISOR'S INITIALS
1	To seek a CLAD/BCLAD credential.		
2	To learn new ways to communicate with parents in the school community.		
3	To become better prepared for leadership responsibilities.		

Print or type the address where you would like the Commission to send your renewed permit.

Type or print the name of each professional growth advisor who has advised you, the approximate dates of advisement, the title of the credential or permit your advisor holds and its credential number.

Your advisor must approve each new goal by writing in the date of approval and initialing it.

When the form is completed, submit the signed form along with any additional sheets, the Advisor Eligibility Form, a completed credential application form (41-4, not included in this manual), and the renewal fee to the Commission during the last year of your permit cycle.

List the numbers of your goals from section 7 that correspond with each activity.

List the category of activity that best represents your professional growth activity. The categories of activities are on pages 13-15.

Your original professional growth advisor completes this section after approving your goals and activities. If you change advisors during the term of the permit, list the new advisor's information in section 6. _____

Accurately record the number of clock hours you have spent in each activity. If you have listed an activity, but decide not to pursue it, enter a zero (0).

Add the clock hours,
and enter the total.
You must complete a
minimum of 105
clock hours.

When Items 1 through 20 have been completed, and your professional growth advisor is satisfied that the record of time completed is accurate, then he or she completes this section.

[illegible]

You sign and date this section when your time equals or exceeds 105 clock hours.

PROFESSIONAL GROWTH PLAN AND RECORD
California Commission on Teacher Credentialing

For Information
(916) 445-7254
12:30 to 4:30 p.m.

Directions. Before you begin to fill out this form, please read the Plan and Record instructions and the **Professional Growth Manual** and make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete. When you have completed the Professional Growth Requirements and are ready to renew your Child Development Permit, submit this form, the verification of experience form, a credential application form (yellow), and the renewal fee.

(1) Name of Permit Holder _____
Last First Middle

(2) Home Address _____
Number Street Apt. No.

City State Zip Code

(3) Daytime Phone # (____) _____ (4) Social Security # _____

(5) Name Each _____
Credential/Permit _____ Expiration Date
You hold _____ Expiration Date
_____ Expiration Date
_____ Expiration Date

(6) Name Each Professional Growth Advisor who has advised you.

First Advisor _____ Approximate Dates of Service _____
Credential /Permit Held _____ Credential/Permit # _____
Second Advisor _____ Approximate Dates of Service _____
Credential/Permit Held _____ Credential/Permit # _____
Third Advisor _____ Approximate Dates of Service _____
Credential /Permit Held _____ Credential/Permit # _____

Professional Growth Plan

(7) GOAL NUMBERS	(8) PROFESSIONAL GROWTH GOALS	(9) DATE APPROVED	(10) ADVISOR'S INITIALS
1			
2			
3			
4			
5			
6			
7			

NOTICE

Permission to reproduce this document in whole or in part is hereby granted to all individuals and organizations by the California Commission on Teacher Credentialing, provided that each reproduction includes the front or the title page.